



Massachusetts Department of Correction

Male Objective Point Base Classification Manual

Effective November 18, 2019

Governor

Charles D. Baker

Lieutenant Governor

Karyn E. Polito

Secretary

Thomas A. Turco, III

Commissioner

Carol A. Mici

Acknowledgements

We would like to specifically acknowledge the following staff that contributed to the revalidation of the objective point base classification system:

Charles W. Anderson, Jr.	Brian Kearnan
Tara Calhoun	Hollie Matthews
Jamie Casella	Matthew Moniz
Laurie Cormier	Abbe Nelligan
James Ferreira	Mitzi Peterson
Sara Fisher	James Rioux
Erin Gaffney	Mitzi Robinson
Joy Gallant	Armando Santo
Jennifer Gilardi	Karen Swank
Amy Guerin	Patrick Toolin
Kelly Hastings	Eva Yutkins-Kennedy
Jaileen Hopkins	
Rong Jiqiang	

Special thanks to Gail Simms for her assistance and input in completing the final manual.

Table of Contents

Introduction	4
Objective Point Base Score.....	4
Evolution of the Massachusetts Male Objective Point Base Classification System	5
Initial Classification	7
VARIABLE #1 Severity of Current Offense.....	8
VARIABLE #2 Severity of Convictions Within The Last 4 Years	8
VARIABLE #3 History of Escapes or Attempts to Escape.....	9
VARIABLE #4 History of Prior Institutional Violence Within The Last 7 Years	10
VARIABLE #5 Age.....	10
VARIABLE #6 Education	11
VARIABLE #7 Employment.....	11
Reclassification	12
VARIABLE #1 Severity of Current Offense.....	12
VARIABLE #2 Severity of Convictions Within The Last 4 Years	13
VARIABLE #3 History of Escapes or Attempts to Escape.....	14
VARIABLE #4 History of Prior Institutional Violence Within The Last 3 Years	15
VARIABLE #5 Number of Guilty Disciplinary Reports Within The Last 12 Months.....	15
VARIABLE #6 Most Severe Guilty Disciplinary Report Within The Last 12 Months	16
VARIABLE #7 Age.....	16
VARIABLE #8 Program Participation or Work Assignment.....	17
Objective Point Base Classification — Initial Form (Attachment I).....	19
Objective Point Base Classification — Reclassification Form (Attachment II)	22
Conviction Guide (Attachment III).....	26
Disciplinary Code of Offenses (Attachment IV)	28
Permissible Legal Issues (Attachment V).....	33



The Offense Severity Scale is a separate document and must be printed in addition to this manual. The Offense Severity Scale is available via the Classification Division's homepage on the intranet.

Introduction

An objective point base classification system is the standardized evaluation and custody assignment of an inmate based on objectively defined criteria.

The criteria are organized, weighed and scored using a valid and reliable classification instrument accompanied by an operational manual for applying the instrument to inmates in a systematic manner.

Objective classification systems rely on factors that have been proven to predict prison adjustment.

Objective classification systems address issues of over-classification and under-classification. Housing a high custody inmate in too low a security setting presents problems such as escapes, assaults, intimidation, and other internal management problems; while the confinement of a low custody inmate in a high security setting can be dangerous for those individuals, as it may subject them to threats and physical attacks by more aggressive/hostile inmates and it is more costly than necessary.

A necessary feature of an objective classification system is the use of overrides which allows staff to depart from the scored custody level when appropriate. A restriction is when a Department of Correction ("DOC") policy prevents an inmate from placement in lower custody, regardless of their total score. Classification staff has no authority to disregard these restrictions. An override is applied when a scored custody level is changed based on the professional judgment of trained classification staff. The use of overrides should be between 5% and 15% of the classified population.

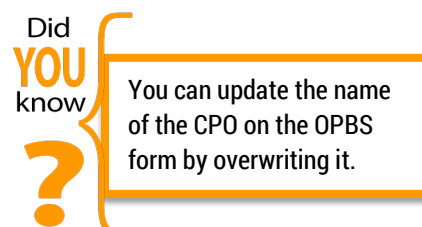
Objective Point Base Score

The Correctional Program Officer ("CPO") shall be responsible for preparing the inmate's Objective Point Base Score ("OPBS").

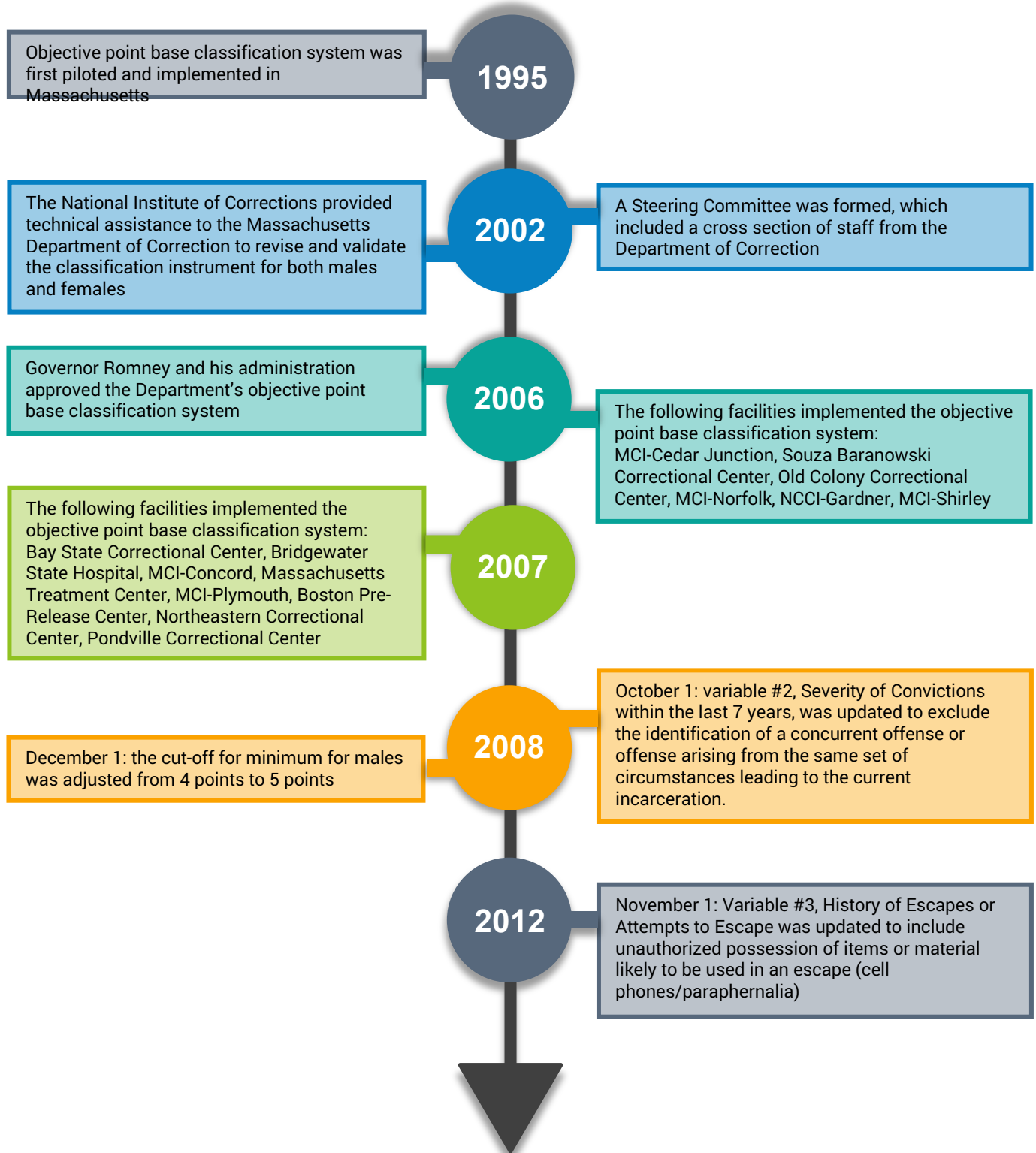
When holding a classification hearing, ensure that the date on the Objective Classification Override tab matches the date of the hearing.

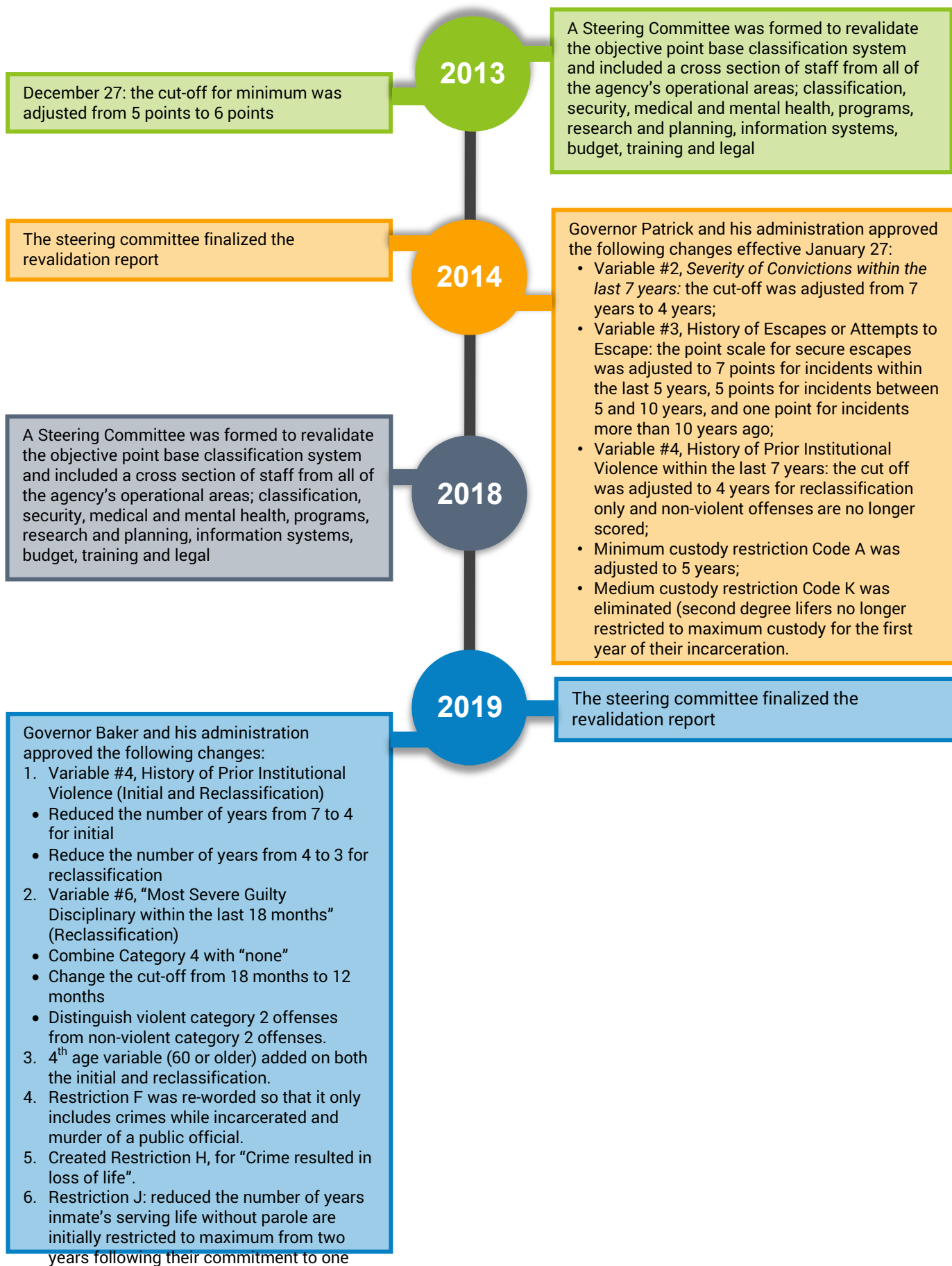
The form must always include:

1.	Level recommended
2.	A detailed rationale for the use of restrictions B, F or M, or for each override code used.
3.	The designee (staff member completing the point base)
4.	Date



Evolution of the Massachusetts Male Objective Point Base Classification System





Initial Classification

The Objective Point Base Classification – Initial Form shall be used to classify all inmates upon their admission to the Massachusetts DOC. The form shall be prepared prior to the classification hearing by a CPO. The final score shall be used to establish the inmate's preliminary custody level. All classification hearings shall be conducted in accordance with 103 CMR 420, Classification.

The initial classification form consists of 7 variables which when totaled will result in a preliminary custody level.

Initial Classification Variables

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 4 years
5. Age
6. Education
7. Employment



If an inmate is transferred to another jurisdiction, paroled, or released to probation before his initial classification hearing, but later returns to the DOC on the same commitment, the form type must be "initial".

VARIABLE #1 | Severity of Current Offense

In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by **severity**.

Low	1
Moderate	3
High	5
Highest	7

- Refer to the inmate's most recent sentence listing in its entirety.
 - When an inmate is sentenced on multiple offenses, score the most serious or severe offense.
 - Consecutive (a.k.a. From & After) sentences shall be scored if the most severe.
 - This shall include House of Correction sentences.
 - For inmates serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale shall be chosen for scoring purposes.
- Review the sentence listing every time you complete the OPBS Form as additional sentences may have been added since the last review.
- Staff will need to identify the offense scored.

VARIABLE #2 | Severity of Convictions Within The Last 4 Years

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by **severity**.

None	0
Low	1
Moderate	3
High	5
Highest	7



For Variables 1 & 2

"It is important to note that certain offenses such as Conspiracy, Habitual Offender, Accessory (Before or After) and Attempts to Commit Crimes when selected will prompt a second field in which you need to select the corresponding offense, i.e. Conspiracy to Murder. This must be done in order to ensure you select the most severe conviction."

- Identify the most severe conviction within the last 4 years preceding the conviction(s) for the current case; utilize the arraignment date of the offense. Exclude all cases in the current sentence listing and those resulting from the same offense or set of circumstances.
- A "conviction" shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- The conviction may be adult or juvenile.
- The conviction may be in state, out of state or federal.
- If a case is bound over from District Court to Superior Court, use the Superior Court date.
- In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- Staff completing the review need to document the offense and arraignment date associated with the offense used in identifying the most severe conviction.

VARIABLE #3 | History of Escapes or Attempts to Escape

Score the highest point value escape/attempt when there are multiple escapes in the inmate's history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape	0
Escape or attempt from non-secure custody over 1 year ago	1
Escape or attempt from non-secure custody within the past year	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used to commit the escape/attempt:	
Over 10 years ago	1
Between 5 and 10 years ago	5
Within the past 5 years	7

- Escapes or attempted escapes include:
 - Any documented escape/or aiding of an escape.
 - Attempted escape/or aiding of an escape.
 - Conspiring or making plans to escape/or aiding in escape plans.
 - Unauthorized possession of items or material likely to be used in an escape.
 - ◆ Cell phones/paraphernalia in maximum and medium custody.
 - Only score if the inmate was found guilty of disciplinary charge 1-6, 2-1 or 2-27 on/after 11/01/2012.
 - Use date of the disciplinary report for the apprehension date.
- Examples of "non-secure custody" include but are not limited to:
 - Walk-away from lower security
 - Walk-away from furlough
 - Walk away from community correction setting
- Examples of "secure custody" include, but are not limited to:
 - Maximum and medium security facilities
 - During transportation
 - Court
 - Police custody
 - Hospitals
- Use the date of apprehension (or disciplinary report if no actual escape occurred) when scoring the escape.
- Document the escape or escape attempt location and date.
- Do not score:
 - "AWOL" from military service
 - Fugitive from justice charges
 - Resistance at the time of arrest
 - Incidents in which custody is not determined

Did
YOU
know
?

For an escape or attempted escape only: an inmate need not be charged nor found guilty in a court of law in order to score this variable; you may score an inmate as long as there is documented evidence that the incident took place.

VARIABLE #4 | History of Prior Institutional Violence Within The Last 4 Years

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, before the initial classification hearing.

None	0
Documented behavior for any violent offense listed as Category 2	4
Documented behavior for any violent offense listed as Category 1	7

- Instances of institutional confinement may include:
 - Incarcerations
 - Awaiting trial periods
 - Admissions to detention facilities or secure treatment facilities
 - The period following commitment on the current sentence and prior to the initial classification hearing
- You must review the inmate's entire history of institutional confinement for 4 years prior to the current review date.
 - All efforts should be made to secure information necessary to accurately score this variable.
- If within the last 4 years and prior to the initial classification board date:
 - the inmate has no prior confinement or was free of disciplinary reports/ documented behavior, assign "0" points
 - the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV), assign "4" points
 - the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV), assign "7" points
- You must document the incident scored.



Offenses considered violent are identified in the Disciplinary Code of Offenses with an asterisk *.

A guilty Category 1 or Category 2 disciplinary report received after the hearing date but prior to the final decision shall not be scored for variable #4. The severity of the offense may warrant the use of a discretionary override.

VARIABLE #5 | Age

The age of the inmate is determined at the time of the current review and the corresponding points selected.

24 or younger	1
25 to 38	0
39 to 59	-2
60 or older	-3

VARIABLE #6 | Education

Education is considered a stability factor and may result in a deduction of points.

None	0
High school diploma or higher	-1

- If the inmate has a documented High School Diploma or High School Equivalency (example, GED or Hi-SET) or higher, assign -1 point.
 - Must be documented by an official source (example, Massachusetts DOC Education Division and documented in IMS).

VARIABLE #7 | Employment

Employment is a stability factor and may result in a deduction of points.

Not applicable	0
Employed or a student full or part time for at least 1 year	-1

- Credit shall be given if the inmate is verified as having been employed or enrolled as a student (full or part time) for 12 consecutive months or longer at the time of the current commitment or effective date of sentence.

TOTAL INITIAL SCORE

The total initial score is the sum of scores from all variables at initial classification and results in the preliminary custody level.

12 or more points	Maximum Custody
7-11 points	Medium Custody
6 or fewer points	Minimum Custody or below

When the classification board recommends a custody level consistent with the custody level indicated by the OPBS score, **DO NOT** select any restrictions or overrides.

When the classification board recommends a custody level other than the custody level indicated by the OPBS score:

- The CPO shall then review the list of restrictions to determine if any are applicable to the inmate.
Select all applicable restriction(s)

If there are no applicable restrictions, select all applicable overrides:

- Override(s) should **ONLY** be used in the absence of restriction(s)
- A detailed rationale **MUST** be provided for each override selected

Refer to any Objective Classification Form for a complete list of restrictions and overrides.



If you've selected ANY restrictions, **DO NOT** select any of the overrides. Exception: when there is a difference of 2 custody levels.

Reclassification

The Objective Point Base Classification – Reclassification Form shall be used for all hearings subsequent to the initial classification hearing. The form shall be prepared prior to the classification hearing by a CPO. The final score shall be used to establish the inmate’s custody level. All classification hearings shall be conducted in accordance with 103 CMR 420, Classification.

If an inmate goes to a new number without a break in custody (a.k.a. From and After sentence), the inmate must be classified within 14 days. When no change in status is indicated, staff shall schedule a subsequent hearing. However, when a change in status is indicated (higher/lateral/lower), a reclassification review shall be scheduled. Without this review, the inmate will not have a board in Inmate Web for community access, reentry purposes, etc. This review also allows for Out Under Supervision and Facility Work Crew approval.

The reclassification form consists of 8 variables, some of which are different from those appearing on the initial form. These 8 variables, when totaled, will result in a preliminary custody level.

Reclassification variables

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 3 years
5. Number of Guilty Disciplinary Reports within the last 12 months
6. Most Severe Guilty Disciplinary within the last 12 months
7. Age
8. Program Participation

VARIABLE #1 | Severity of Current Offense

In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by severity.

Low	1
Moderate	2
High	4
Highest	6

- Refer to the inmate’s most recent sentence listing in its entirety
 - When an inmate is sentenced on multiple offenses, score the most serious or severe offense
 - Consecutive (a.k.a. From & After) sentences may be scored if it is the most serious or severe offense
 - ◆ This may include House of Correction sentences

- For inmates serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale should be chosen for scoring purposes
- Review the sentence listing every time you complete the objective point base scoring form as additional sentences may have been added since the last review
- Staff will need to identify the offense scored



Don't simply use the same offense used on the last form, ALWAYS review the sentence listing to make sure that you have the most serious offense currently listed.

VARIABLE #2 | Severity of Convictions Within The Last 4 Years

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by severity.

None	0
Low	1
Moderate	2
High	4
Highest	6

- Identify the most severe conviction within the last 4 years preceding the conviction(s) for the current case; utilize the arraignment date of the offense. Exclude all cases in the current sentence listing and those resulting from the same offense or set of circumstances.
- A "conviction" shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- The conviction may be adult or juvenile.
- The conviction may be in state, out of state or federal.
- If a case is bound over from District Court to Superior Court, use the Superior Court arraignment date.
- In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- Staff need to document the offense and arraignment date associated with the offense used in identifying the most severe conviction.



Charges which resulted from the same offense or set of circumstances which resulted in the charges on the sentence listing CANNOT be scored for this variable.

VARIABLE #3 | History of Escapes or Attempts to Escape

Score the highest point value escape/attempt when there are multiple escapes in the inmate's history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape	0
Escape or attempt from non-secure custody over 1 year ago	1
Escape or attempt from non-secure custody within the past year	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used to commit the escape/attempt:	
Over 10 years ago	1
Between 5 and 10 years ago	5
Within the past 5 years	7

- Escapes or attempted escapes include:
 - Any documented escape/or aiding of an escape
 - Attempted escape/or aiding of an escape
 - Conspiring or making plans to escape/or aiding in escape plans
 - Unauthorized possession of items or material likely to be used in an escape
 - ◆ Cell phone/paraphernalia in maximum and medium custody
 - Only score if the inmate was found guilty of disciplinary charge 1-6, 2-1 or 2-27 after 11/1/2012
 - Use date of the disciplinary report for the apprehension date
- Examples of non-secure custody" include but are not limited to:
 - Walk-away from lower security
 - Walk-away from furlough
 - Walk-away from community correction setting
- Examples of "secure custody" include, but are not limited to:
 - Maximum and medium security facilities
 - During transportation
 - Court
 - Police and hospitals
- Use the date of apprehension (or disciplinary report if no actual escape occurred) when scoring the escape
- Document the escape or attempt location and date
- Do not score:
 - "AWOL" from military service
 - Fugitive from justice
 - Resistance at the time of arrest
 - Incidents in which custody is not determined



For an escape or attempted escape only: an inmate need not be charged nor found guilty in a court of law in order to score this variable; you may score an inmate as long as there is documented evidence that the incident took place.

VARIABLE #4 | History of Prior Institutional Violence Within The Last 3 Years

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, prior to the initial classification hearing.

None	0
Documented behavior for any violent offense listed as Category 2	3
Documented behavior for any violent offense listed as Category 1	5

- Instances of institutional confinement may include:
 - Incarcerations
 - Awaiting trial periods
 - Admissions to detention facilities or secure treatment facilities
 - The period following commitment on the current sentence and prior to the initial classification hearing
- You must review the inmate's entire history of institutional confinement for 3 years prior to the current review date
 - All efforts should be made to secure information necessary to accurately score this variable
- If within the last 3 years and prior to the initial classification board date:
 - the inmate has no prior confinement or was free of disciplinary reports/ documented behavior, assign "0" points
 - the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV), assign "3" points
 - the inmate received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV), assign "5" points
- You must document the incident scored

VARIABLE #5 | Number of Guilty Disciplinary Reports Within The Last 12 Months

This variable assigns points based on the number of disciplinary reports with guilty findings in the last 12 months.

None or 1	0
Two	2
Three or more	4



The number of guilty disciplinary findings = the number of reports, not number of offenses in each report.

- Count the number of disciplinary reports with guilty findings received during the last 12 months
 - **DO NOT** count disciplinary reports that are handled informally
 - **DO NOT** count guilty disciplinary findings received prior to the initial classification hearing date
 - **DO NOT** count a disciplinary report that has been continued without a finding ("CWOFF") unless another disciplinary report was received within timeframes cited on CWOFF.



Inmates sent to OCCC for an 18A

For state sentenced inmates on 18A /committed status, the OCCC Director of Classification will forward the sending facility Director of Classification any behavioral incident reports for which the inmate should be scored for

VARIABLE #6 | Most Severe Guilty Disciplinary Report Within The Last 12 Months

This variable assigns points based on the most severe guilty disciplinary findings received within the last 12 months.

None or Category 4	0
Category 3	3
Category 2 non-violent	5
Category 2 violent	6
Category 1	7

- Review all disciplinary reports with guilty findings received during the past 12 months
 - DO NOT count any disciplinary reports received prior to the initial classification hearing date
 - Note the category of offense(s) for which the inmate was found guilty
 - If the disciplinary report was from another jurisdiction, select the closest offense from the Disciplinary Code of Offenses (Attachment IV)
 - Score the disciplinary report with the most severe offense category charge (Category 1 is the most severe)
 - If there are multiple guilty disciplinary findings in the same offense category, score the most recent disciplinary report
 - Refer to the Disciplinary Code of Offenses to identify violent versus non-violent category 2 offenses (violent offenses are asterisked)
 - Document the disciplinary report number/ disciplinary report date used



A disciplinary report that has been CWOFF CANNOT be used in scoring this variable unless another disciplinary report was received during the specified time frame on the CWOFF.

If your Director of Classification does not receive an email from the Director of Classification at the OCCC then there were no incidents to score while the inmate was on 18A status.

VARIABLE #7 | Age

The age of the inmate is determined at the time of the current review and the corresponding points selected.

24 or younger	1
25 to 38	0
39 to 59	-2
60 or older	-3

VARIABLE #8 | Program Participation or Work Assignment

This variable is scored based on the inmate's compliance with their Criminal Offender Management Profile for Alternative Sanctions ("COMPAS") Risk and Needs Assessment which drives the Personalized Program Plan ("PPP").

Refusal/decline to participate in assessed need programming or no participation	0
Currently on a program or work wait list or actively involved in a program or work assignment	-1
Satisfied all program requirements	-2

- Inmates who refuse to participate in programming specified in their Risk/Needs Assessments shall receive 0 points
 - this includes inmates who are low risk, but have not achieved a high school credential and are not enrolled in academic school
- Inmates whose Risk/Needs Assessment requires specified programming and are currently on a wait list or actively involved with such programming shall receive -1 point
- Inmates whose Risk/Needs Assessment requires specified programming and have satisfied all required programming shall receive -2 points
- Inmates whose COMPAS Risk/Needs Assessments do not require specified programming shall receive -2 points
- Inmates in Restrictive Housing who participate in the Restrictive Housing Tablet or Restrictive Housing Education Program shall receive -1 point



Inmates who refuse to participate in assessed need programming but are participating in other programs and or working should receive 0 points based on the refusal to participate in assessed need programming.

TOTAL RECLASSIFICATION SCORE

The total reclassification score is the sum of scores across all variables at reclassification and results in the preliminary custody level.

When the classification board recommends a custody level consistent with the custody level indicated by the OPBS score, **DO NOT** select any restrictions or overrides.

When the classification board recommends a custody level other than the custody level indicated by the OPBS score:

- The CPO shall then review the list of restrictions to determine if any are applicable to the inmate.
- **Select all applicable restriction(s).**

If there are no applicable restrictions, select all applicable overrides.

- Override(s) should **ONLY** be used in the absence of restriction(s).
- A detailed rationale **MUST** be provided for each override selected.

Refer to any Objective Classification Form for a complete list of restrictions and overrides.



If you've selected ANY restrictions, DO NOT select any of the overrides.
Exception: when there is a difference of 2 custody levels.

MASSACHUSETTS DEPARTMENT OF CORRECTION

Objective Point Base Classification – Initial Form – Male

Name: _____ Number: _____ Date: _____

Inst: _____ Current Housing Unit: _____

CPO: _____

SCORE**1. Severity of Current Offense**

Low..... 1
 Moderate..... 3
 High..... 5
 Highest..... 7

OFFENSE SCORED:

2. Severity of Convictions within the last 4 years

None..... 0
 Low..... 1
 Moderate..... 3
 High..... 5
 Highest..... 7

OFFENSE SCORED:**ARRAIGNMENT DATE:**

3. History of Escape or Attempts to Escape

No escapes or attempts to escape..... 0
 Escape or attempt from non secure custody over 1 year ago..... 1
 Escape or attempt from non secure custody within the past year..... 3
 Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:
 Over 10 years ago 1
 Between 5 and 10 years ago..... 5
 Within the past 5 years 7

DATE:**FROM:**

4. History of Prior Institutional Violence within the last 4 years

None..... 0
 Documented behavior for any violent offense listed as Category 2..... 4
 Documented behavior for any violent offense listed as Category 1..... 7

DATE OF INCIDENT/ D-REPORT:**WHERE REC'D:**

5. Age

24 or younger..... 1
 25 to 38 0
 39 to 59 -2
 60 or older..... -3

6. Education

None..... 0
 High school diploma, GED or higher -1

7. Employment

Not applicable..... 0
 Employed or a student full or part time for at least 1 year..... -1

TOTAL INITIAL SCORE

12 or more points – Maximum

7 to 11 points – Medium

6 or fewer points - Minimum or below

Name: _____ Number: _____ Date: _____

Preliminary Custody Level: Maximum _____ Medium _____ Minimum or below _____

Check (✓) all applicable restrictions for purposes of overriding scored custody level:**Minimum Custody Restrictions**

- ____ Code A: Length of time to serve- Inmates with more than 5 years to their earliest release date are not to be considered for minimum or below.
- ____ Code B: Outstanding Legal – Inmates whose data critical to decision making is outstanding and inmates with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Inmates may be placed in minimum security with permissible legal issues, as noted in Table D.
- ____ Code C: Possible Civil Commitment - Inmates who are subject to civil commitment post release are not to be considered for minimum or below.
- ____ Code D: Pending immigration status – Inmates whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.
- ____ Code E: Inmate Serving Life Without Parole - Inmates Serving Life Without Parole are not to be considered for minimum or below.
- ____ Code F: Inmates currently convicted of a crime while incarcerated or Murder of a Public Official, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.
- ____ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.
- ____ Code H: Inmates currently convicted of a crime that resulted in loss of life, excluding those who committed their crime as a juvenile, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within three years of a defined release date.

Medium Custody Restrictions

- ____ Code J: Inmate Serving Life Without Parole – Inmates Serving Life Without Parole beginning their sentences are restricted to maximum security for the first year of incarceration following commitment.
- ____ Code L: Those who kill while incarcerated are not to be considered for medium custody.
- ____ Code M: Outstanding Legal- Inmates with serious outstanding legal issues that, if convicted, could significantly impact their sentence structure.

Check (✓) all applicable overrides, ONLY if restrictions do not apply, for purposes of overriding scored custody level.**Override to Higher Custody**

- ____ Code P: Pending Disciplinary Report- Inmates who have pending disciplinary report(s).
- ____ Code Q: Investigative Hold- Those inmates who are currently under investigation or awaiting action and a transfer to lower security may jeopardize the investigation.
- ____ Code R: Nature of Offense/ High Notoriety- The facts or notoriety of the offense presents a seriousness that cannot be captured in the score.
- ____ Code S: Prior Criminal History- The criminal history presents a seriousness that cannot be captured in the score.
- ____ Code T: Institutional Negative Adjustment- The institutional adjustment presents a seriousness that cannot be captured in the score.
- ____ Code U: Relates to the Safe Orderly Operation of the Facility-Those inmates whose behavior, while not always negative enough to warrant disciplinary action, may serve to threaten security or undermine the exercise of proper control and maintenance of order within the institution or other correctional facility.
- ____ Code V: STG Issues-Those inmates who should remain in higher custody based on their STG involvement.

Override to Lower Custody

- ____ Code 1: Institutional Adjustment- Those inmates whose institutional adjustment on previous or current incarceration is not as severe as the score indicates.
- ____ Code 2: Nature of Offense- Those inmates whose offense is not as severe as the score indicates.
- ____ Code 3: Reentry Initiative – Those inmates for whom the Parole Board approved a release plan; granted a positive parole vote subject to conditions, such as program completion or time served in lower custody; or those inmates in close proximity to release.

Provide rationale for any overrides: _____

Final Custody Level Recommended: Maximum _____ Medium _____ Minimum or below _____



MASSACHUSETTS DEPARTMENT OF CORRECTIONS

Objective Point Base Classification – Reclassification Form – Males

Name: _____ Number: _____ Date: _____

Inst: _____ Custody Level: _____

Current Housing Unit: _____ CPO: _____

1. Severity of Current Offense

SCORE

Low..... 1
 Moderate..... 2
 High..... 4
 Highest..... 6

OFFENSE SCORED:

2. Severity of Convictions within the last 4 years

None..... 0
 Low..... 1
 Moderate..... 2
 High..... 4
 Highest..... 6

OFFENSE SCORED:

ARRAIGNMENT DATE:

3. History of Escape or Attempts to Escape

No escapes or attempts to escape..... 0
 Escape or attempt from non secure custody over 1 year ago..... 1
 Escape or attempt from non secure custody within the past year..... 3
 Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:
 Over 10 years ago..... 1
 Between 5 and 10 years ago..... 5
 Within the past 5 years..... 7

DATE:

FROM:

4. History of Prior Institutional Violence within the last 3 years

None..... 0
 Documented behavior for any violent offense listed as Category 2..... 3
 Documented behavior for any violent offense listed as Category 1..... 5

DATE OF INCIDENT / D-REPORT:

WHERE REC'D:

5. Number of Guilty Disciplinary Reports within the last 12 months

None or One..... 0
 Two..... 2
 Three or more..... 4

6. Most Severe Guilty Disciplinary within the last 12 months

None or Category 4..... 0
 Category 3..... 3
 Category 2 non-violent..... 5
 Category 2 violent..... 6
 Category 1..... 7

D-REPORT NUMBER & DATE:

7. Age

24 or younger..... 1
 25 to 38..... 0
 39 to 59..... -2
 60 or older..... -3

8. Program Participation or Work Assignment

Refusal/decline to participate in assessed need programming or no participation..... 0
 Currently on a program or work wait list or actively involved in a program or work assignment..... -1
 Satisfied all program requirements..... -2

TOTAL RECLASSIFICATION SCORE

12 or more points – Maximum

7 to 11 points – Medium

6 or fewer points – Minimum or below



Name: _____ Number: _____ Date: _____

Preliminary Custody Level: Maximum _____ Medium _____ Minimum or below _____**Check (✓) all applicable restrictions for purposes of overriding scored custody level:****Minimum Custody Restrictions**

- ____ Code A: Length of time to serve- Inmates with more than 5 years to their earliest release date are not to be considered for minimum or below.
- ____ Code B: Outstanding Legal – Inmates whose data critical to decision making is outstanding and inmates with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Inmates may be placed in minimum security with permissible legal issues, as noted in Table D.
- ____ Code C: Possible Civil Commitment - Inmates who are subject to civil commitment post release are not to be considered for minimum or below.
- ____ Code D: Pending immigration status – Inmates whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.
- ____ Code E: Inmate Serving Life Without Parole – Inmates Serving Life Without Parole are not to be considered for minimum or below.
- ____ Code F: Inmates currently convicted of a crime while incarcerated or Murder of a Public Official, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.
- ____ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.
- ____ Code H: Inmates currently convicted of a crime that resulted in loss of life, excluding those who committed their crime as a juvenile, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an inmate can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within three years of a defined release date.

Medium Custody Restrictions

- ____ Code J: Inmate Serving Life Without Parole – Inmate Serving Life Without Parole beginning their sentences are restricted to maximum security for the first year of incarceration following commitment.
- ____ Code L: Those who kill while incarcerated are not to be considered for medium custody.
- ____ Code M: Outstanding Legal- Inmates with serious outstanding legal issues that, if convicted, could significantly impact their sentence structure.

Check (✓) all applicable overrides, ONLY if restrictions do not apply, for purposes of overriding scored custody level.**Override to Higher Custody**

- ____ Code P: Pending Disciplinary Report- Inmates who have pending disciplinary report(s).
- ____ Code Q: Investigative Hold- Those inmates who are currently under investigation or awaiting action and a transfer to lower security may jeopardize the investigation.
- ____ Code R: Nature of Offense/ High Notoriety- The facts or notoriety of the offense presents a seriousness that cannot be captured in the score.
- ____ Code S: Prior Criminal History- The criminal history presents a seriousness that cannot be captured in the score.
- ____ Code T: Institutional Negative Adjustment- The institutional adjustment presents a seriousness that cannot be captured in the score.
- ____ Code U: Relates to the Safe Orderly Operation of the Facility-Those inmates whose behavior, while not always negative enough to warrant disciplinary action, may serve to threaten security or undermine the exercise of proper control and maintenance of order within the institution or other correctional facility.
- ____ Code V: STG Issues-Those inmates who should remain in higher custody based on their STG involvement.

Override to Lower Custody

- ____ Code 1: Institutional Adjustment- Those inmates whose institutional adjustment on previous or current incarceration is not as severe as the score indicates.
- ____ Code 2: Nature of Offense- Those inmates whose offense is not as severe as the score indicates.
- ____ Code 3: Reentry Initiative – Those inmates for whom the Parole Board approved a release plan; granted a positive parole vote subject to conditions, such as program completion or time served in lower custody; or those inmates in close proximity to release.

Provide rationale for any overrides: _____**Final Custody Level Recommended: Maximum _____ Medium _____ Minimum or below _____**



Conviction Guide

BOP	Disposition	Conviction
APP	Appealed. Defendant is convicted.	Yes
APP WD	Appeal withdrawn. Defendant is convicted.	Yes
BO	Bound Over. Not convicted yet.	No
C	Continued (date).	No
CC	Court costs. Imposition of costs probably means that guilt has been determined.	Call court
CMTD	Committed. Guilty.	Yes
CMNTY SERV	Community service is an intermediate sanction. However, it is possible for the court to dismiss the charges after completion of community service.	Call court
CWOF	Continued without a finding.	No
DISM	Dismissed. Not convicted.	No
DISM R/PROB	Dismissed remanded probable cause. Remanded to superior court after finding of probable cause in district court. District court compliant is dismissed. Should see same charge appearing in superior court.	No
DRC	Dismissed Request Commonwealth. Not convicted.	No
FILE	Filed. Under G.L. c. 218, § 38, a district court judge may file any case other than a complaint for the commission of a felony issued against a person who appears previously to have been convicted of a felony or previously to have had a complaint for felony placed on file. A case may be filed without a finding, or without a change of plea. In this case, the adjudication is suspended with a not-guilty plea still intact. The case may be brought forward at a future date without the issuance of a new complaint. In contrast, if the disposition is guilty-filed ("G-Filed"), then after either a guilty plea of a guilty verdict, the case was filed after a conviction. Therefore, the notation "FILED" alone does not indicate whether the case was filed before adjudication of guilt.	Call court
FINE	Fine plus dollar amount. Inmate is convicted.	Yes
FJ	First instance jury. Old de novo trial system in district court.	No
G	Guilty. Defendant is convicted.	Yes
MT	Mistrial.	No
NG	Not guilty.	No
NP	Nolle Prosequi.	No
PD	Paid. Indicates fine paid. Inmate was convicted.	Yes
PROB	Probation. If pretrial probation, it is not a conviction. Would still appear as open case. If after a determination of guilt, it is a conviction. Under G.L. c. 276, § 87, a defendant may be placed on probation (with or without special terms and conditions) prior to trial and without a plea, finding or verdict of guilt. If the defendant successfully completes the probation the case is dismissed. If the defendant fails to satisfactorily complete the probation, the case is brought forward for trial. If probation is imposed after a determination of guilt, the defendant is placed on probation for a set period of time. Probation may be supervised or unsupervised and may include special terms and conditions. If the defendant completes the probationary term, he is discharged. If he fails to comply with probation, he may be sentenced up to the maximum sentence allowable for the original offense.	Call court
REMIT	Remitted. Not convicted yet.	No
REST	Restitution. Restitution is an intermediate sanction imposed after determination of guilt.	Yes
R/R	Revise and Revoke. Relates to sentence, not conviction.	Yes
SPS	Split sentence.	Yes
SS	Suspended Sentence.	Yes
STAY	Stay of execution. May be under appeal.	Call court
TERM	Terminated.	Call court
VWF	Victim Witness Fee. May indicate defendant is convicted. However, case may be dismissed upon payment of fee.	Call court
WAR/WD	Warrant withdrawn.	No



Disciplinary Code of Offenses

**denotes violence*

Updated 4/5/2019

Category 1

- 1-1* Killing of another.
- 1-2* Aggravated assault on a staff member, contract employee, member of the public, volunteer or animal.
- 1-3* Aggravated assault on another inmate or parolee.
- 1-4* Aggravated assault on a visitor.
- 1-5* Taking or holding any person hostage.
- 1-6 Escape or attempted escape.
- 1-7* Possession, manufacture or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
- 1-8* Possession, manufacture or introduction of any gun, firearm, weapon, sharpened instrument, knife or poison or any component thereof.
- 1-9* Sexual assault on a staff member, contract employee, member of the public or volunteer.
- 1-10* Sexual assault or sexual abuse on another inmate.
- 1-11* Sexual assault on a visitor.
- 1-12* Rioting.
- 1-13 Inciting others to riot or inciting other inmates to participate in a major group demonstration within any institution.
- 1-14* Setting a fire, using or placing a bomb or incendiary device.
- 1-15 Introduction, distribution or transfer of any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia.
- 1-16 Engaging in or inciting an organized work stoppage.
- 1-17* Fighting with, assaulting or threatening another person, due to security threat group activities or gang activities.
- 1-18* Engaging, encouraging, recruiting or pressuring others to engage in security threat group activities.
- 1-19* Fighting with or assaulting any person in an area designated for visiting, while visits are occurring.
- 1-20* Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 2

- 2-1 Unauthorized possession of items or material likely to be used in an escape.
- 2-2* Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
- 2-3* Assault on a staff member, contract employee, member of the public, volunteer, or animal.
- 2-4* Assault on another inmate or parolee.
- 2-5* Assault on a visitor.
- 2-6 Making a bomb threat or using a hoax device, or a hoax substance.
- 2-7* Fighting with any person.
- 2-8 Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or altering or interfering with any such test, or failing to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.
- 2-9 Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when ordered to do so by a staff member.
- 2-10 Engaging in or inciting a group demonstration inside the correctional institution or a hunger strike inside the correctional institution.
- 2-11 Unauthorized use or possession of drugs, narcotics, illegal drugs, unauthorized drugs or drug paraphernalia.
- 2-12 Possession, manufacture or introduction of unauthorized keys.
- 2-13 Indecent exposure, or masturbating in the view of another person.
- 2-14 Receiving test results indicating the presence of unauthorized drugs, alcohol, or other intoxicants.
- 2-15* Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties during an emergency.



- 2-16 Tampering with, damaging, blocking or interfering with any locking or security device or window.
- 2-17 Impersonating any staff member, contract employee, volunteer or visitor.
- 2-18 Causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.
- 2-19 Possessing, making, introducing or transferring intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
- 2-20 Possession of the clothing of a staff member or contract employee, or visitor.
- 2-21* Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restrain.
- 2-22 Making a false fire alarm or tampering with, damaging, blocking or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other fire fighting equipment or devices.
- 2-23 Counterfeiting, committing forgery, altering or unauthorized reproduction of any document, article of identification, money, security, or official paper.
- 2-24 Conduct which interferes with the security or orderly running of the institution.
- 2-25 Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group party or other association whenever such wearing or display may, when the Superintendent has reasonable cause to believe, pose a threat to the security, good order or safety of the institution.
- 2-26 Possessing, wearing or using security threat group paraphernalia or photographs.
- 2-27 Failure to timely report to a location or program assignment resulting in a declaration of escape status.
- 2-28 Distribution or sale of tobacco.
- 2-29 Engaging in intimate acts and/or sexual acts with another.
- 2-30 Stalking.
- 2-31 Possession of a cell phone, unauthorized electronic device, or paraphernalia for a cell phone or unauthorized electronic device, regardless of whether the cell phone/device is operable.
- 2-32* Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 3

- 3-1 Lying to or providing false information to a staff member.
- 3-2 Receipt or possession of contraband of items not authorized for retention by inmates.
- 3-3 Reserved for Future Use.
- 3-4 Threatening another with bodily harm or with any offense against another person, their property or their family.
- 3-5 Refusing a direct order by any staff member.
- 3-6 Impersonating another inmate.
- 3-7 Refusing a transfer to another institution.
- 3-8 Extortion, blackmail, or demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
- 3-9 Throwing objects, materials, substances or spitting at another.
- 3-10 Theft of property or possession of stolen property.
- 3-11 Unauthorized accumulation/misuse of prescribed medication.
- 3-12 Possession, manufacture or introduction of an unauthorized tool.
- 3-13 Organizing or participating in an unauthorized group activity or meeting inside the correctional institution.
- 3-14 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from another inmate or an inmate's friend(s) or family.
- 3-15 Flooding a cell or other area of the institution.
- 3-16 Refusing a cell or housing assignment.
- 3-17 Causing an individual to be penalized or proceeded against by providing false information.
- 3-18 Gambling and/or possession of gambling paraphernalia.
- 3-19 Giving, receiving or offering any person a bribe or anything of value for an unauthorized favor or service.
- 3-20 Receiving a tattoo while incarcerated, tattooing another, or possessing tattoo paraphernalia and/or body piercing.
- 3-21 Fraud, embezzlement, or obtaining goods, services, money or anything of value under false pretense.
- 3-22 Creating an emergency by feigning illness or injury.



- 3-23 Possession of tobacco products and/or an incendiary device.
- 3-24 Being out of place or in an unauthorized area outside of the inmate's unit.
- 3-25 Communicating, directly or indirectly with any staff member or contract employee, volunteer, or their relatives at their home address(es), home telephone number(s), email address(es), social media account(s) or for non-official business.
- 3-26 Use of obscene, abusive or insolent language or gesture.
- 3-27 Conduct which disrupts the normal operation of the facility or unit.
- 3-28 Possession of an altered appliance.
- 3-29 Engaging in an unauthorized visit while on a community work crew or a pre-release work assignment.
- 3-30 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 4

- 4-1 Receipt or possession of contraband.
- 4-2 Mutilating, defacing or destroying state property or the property of another person.
- 4-3 Unauthorized possession of money or other negotiable items.
- 4-4 Use of mail or telephone in violation of established rules or regulations.
- 4-5 Telephoning or sending written communications to any person contrary to previous written warnings and/or documented disciplinary action.
- 4-6 Possession of any photographic, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
- 4-7 Reserved for Future Use.
- 4-8 Misuse or waste of issued supplies, goods, services, or property
- 4-9 Failure to maintain acceptable hygiene.
- 4-10 Failure to maintain acceptable hygiene or appearance of a housing area.
- 4-11 Violating any departmental rule or regulation, or any other rule, regulation, or condition of an institution or community based program.
- 4-12 Failure to comply with standing count procedures.
- 4-13 Being out of place or an unauthorized area within a unit..
- 4-14 Reserved for Future Use.
- 4-15 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Permissible Legal Issues

Updated 9/24/19

Following a thorough case review considering any possible impact and subject to the review and approval of the Commissioner's designee, inmates may be placed in minimum security with the permissible legal issues from Massachusetts listed in this Table.

Bribery/Corruption
 Class D: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
 Class E: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
 Common Nightwalker
 Computer Technological Crime
 Counterfeit Drugs, Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
 Cruelty to Animals
 Decency/Public Peace Crimes
 Deriving Support from Prostitution
 Destruction of Property
 Distribute Sell Drug Paraphernalia
 Environmental Offenses
 Evading Fare
 False Alarm or Fire/Removal of Fire Protective Devices
 Falsely Assuming to be an Officer
 Forgery and Uttering
 Fraud
 Identity Fraud/Theft
 Illegal Duplicating of Recordings
 Juror Failed to Attend
 Larceny from the Person
 Larceny/Stealing under \$250
 Leaving the Scene, including personal injury, damage and MV Accident
 Motor Vehicle Violations Includes OUI 1 & 2
 Non-support or Abandonment of Child
 Obstruction of Justice
 Possession of Alcohol Under 21
 Possession of Burglary Tools
 Possession of Hypodermic Syringe/Instrument
 Prescription and Pharmaceutical Drug Violation
 Prostitution
 Receiving Stolen Goods
 Resisting Arrest
 Shoplifting
 Theft of Motor or Non-Motor Vehicle
 Trespassing
 Violation of Civil Ordinance
 Violation of Labor Laws

Please note crimes while incarcerated are not to be considered permissible legal issues.

New offenses may be added or deleted periodically. The Classification Division will maintain an updated version of this table electronically via their homepage on the intranet.